

## What does my payslip mean?

The Payslip has a number of sections that will appear on it and some, which will only appear under certain circumstances e.g. Absences section will appear if there were absences, which affected your pay.

This document will explain all the sections but please bear in mind that what you will see may vary depending on your individual circumstances.

**Employee Information:** your details incl. legal name, address, person number, NI number and HMRC Payroll ID

<b>Employee Name</b>		<b>Person Number</b>	
<b>Employee Address</b>		<b>NI Number</b>	
		<b>HMRC Payroll ID</b>	

**Employer Information:** University of Birmingham details, your tax code and HMRC phone number. Please use the HMRC Office Phone number for any tax-related issues.

Employer Information			
<b>Employer Name</b>	The University of Birmingham	<b>HMRC Office Name</b>	
<b>Employer PAYE Reference</b>	068/U50900	<b>HMRC Office Phone</b>	0300 200 3300
<b>Employer Address</b>	Edgbaston Birmingham B15 2TT United Kingdom	<b>HMRC Address</b>	United Kingdom
<b>Tax Code</b>	1250L	<b>Tax Basis</b>	Cumulative
<b>Previous Taxable Pay</b>	0.00	<b>Previous Tax Paid</b>	0.00
<b>PAYE Pay Frequency</b>	Calendar Month		

**Pay Period:** self-explanatory

Pay Period		
<b>Period Type</b>	<b>Period End Date</b>	<b>Period Number</b>
Monthly Calendar	30-Sep-19	6

**Payments:** a number of payslip elements will appear here, we can only provide some examples to explain some of them as they will all depend on specific circumstances of a particular individual.

Example #1: simple example of payments showing monthly salary and salary sacrifice contribution:

Payments		
<b>Description</b>	<b>Amount</b>	<b>YTD</b>
Annual Salary	2,049.57	8,690.46
USS Employee Salary Sacrifice	-180.36	-764.76

- Annual Salary – this is NOT full annual salary amount, multiply this figure by 12 to get full annual or go into your Compensation tab in your Personal Information screen to see that full amount
- USS Employee Salary Sacrifice – this is pension deduction (GBPP, NHS)  
'YTD' shows Year To Date payments added up from the beginning of the calculation year

Example #2: the following example is for someone who was first a student and then went on to be a casual non student.

Payments	
<b>Description</b>	<b>Amount</b>
Casual Holiday Pay	121.89
Casual Holiday Pay Retroactive	111.31
Casual Time Retro Active	-23.39
Student Casual Time	670.50
Student Casual Time Retro Active	270.00

- Casual holiday pay – this is the element of pay that covers non-student holiday pay for the hours that have been submitted within the current payroll period
- Casual holiday pay Retroactive – this is the element of pay that covers non-student holiday pay for the hours that have been submitted for previous payroll periods
- Casual time Retro Active – these should be non-student hours that have been submitted on time cards that fall within previous payroll periods
- Student Casual time – these should be student hours that have been submitted on time cards that fall within the current payroll period
- Student Casual time Retro Active – these will be student hours that have been submitted on time cards that fall within previous payroll periods

**Absences:** If you see any retro payment under Payment or Absences this is an adjustment from previous month(s). Below is another example of a retro payment.

Absences		
Description	Current	YTD
OMP Entitlement Deduction	-4,302.50	-12,782.67
OMP Entitlement Retro Deduction	0.00	-4,177.67
OMP Entitlement Retroactive	0.00	3,519.23
SMP Entitlement Payment	615.96	1,932.84
SMP Entitlement Retroactive	0.00	637.20

**Deductions:** examples of some of the deductions below: car parking swipe and sport centre membership

Deductions		
Description	Amount	YTD
Car Parking Swipe	2.00	5.00

Deductions		
Description	Amount	YTD
Sports Centre Membership	31.00	123.00

**PAYE and NI:** self-explanatory

PAYE and NI			
Description	Category	Amount	YTD
PAYE		-85.20	1,576.00
NI Employee	A	0.00	779.88

**Summary:** tells you what you are picking up this month. **This is your take home pay.**

Summary		
Total Pay	Total Deductions	Net Pay
615.96	-85.20	701.16

## If you have issues with your pay

- If you are a member of staff then call in at the payroll office or email [payrollqueries@contacts.bham.ac.uk](mailto:payrollqueries@contacts.bham.ac.uk). This mailbox is monitored throughout the day and queries allocated to the relevant team member accordingly.  
**PLEASE DO NOT EMAIL PAYROLL STAFF DIRECTLY.**
- If you are a casual worker (either student or non-student) please contact Worklink on 0121 414 5000 or email [worklink@contacts.bham.ac.uk](mailto:worklink@contacts.bham.ac.uk)

## If you have been emergency taxed

Under HMRC rules, the payroll office must apply emergency tax if they have not received your new starter declaration form or your p45 from your previous employer. If you think you have been charged emergency tax but have completed the form then you need to contact HMRC on 03002003300 **NOT** the payroll office. HMRC will not speak to anyone on your behalf so you need to contact them direct either by phone or go online <https://www.gov.uk/topic/personal-tax/income-tax>. Only HMRC can change a tax code and any discrepancy in your pay is **usually** rectified in your following payment.

Please review the [HMRC Starter Checklist](#) for guidelines for new employees.

## Corrections

If you see a time correction on your payslip this is because some timecards have not downloaded correctly and therefore the hours have been loaded manually by the payroll team. These are your correct hours.

Casual Time Result Correction	Pay Value	92.70 GBP
Casual Time Result Correction	Pay Value	92.70 GBP

## National Insurance Numbers

It is not essential to have an NI number in order to get paid. However, if you have one then casual workers need to submit this at the point of on boarding. If you would like to check that your NI Number is on your record, go to the personal information section of core and view. If your NI number is not visible but you have one then you need to contact HR or Worklink to have it added to your record. The payroll office **can not** add these details; they do not generate temporary ones either.

## Faster Payments

As a general rule, if you have received a faster payment this will be subject to **an automatic deduction of 32%** but this will be rectified in your next pay.

## Correctly completing your timecards

Incorrectly completing your timecard will result in a delay in getting paid. Please save and refer to these [notes on how to correctly fill out your timecard](#).

## Pay dates and cut off periods

If your timecard is not submitted **AND** approved by the [system cut off dates](#) then you will not be paid until the **FOLLOWING** month's pay date.

## Bank Account Details

If this is your first assignment since 03 June 2019 then you will need to enter your bank account details on the system in order to receive payment. There are detailed guides on how to do this here: <https://canvas.bham.ac.uk/courses/30112/pages/entering-and-updating-details>